

**BOARD LETTER – SUMMARY SHEET
HEALTH AND MENTAL HEALTH SERVICES CLUSTER**

AGENDA REVIEW	03/27/13
BOARD MEETING	04/09/13
SUPERVISORIAL DISTRICT	3
DEPARTMENT	Department of Mental Health (DMH)
SUBJECT	Approval to establish a project management services master agreement list and execute 13 master agreements and execute consultant agreements for as needed services.
PROGRAM	DMH Program Support Bureau Administration
DEADLINES	FYs 2012-13 and 2017-18
COST & FUNDING	DMH will fund any services acquired through the Work Orders/RFS process from funds within DMH's approved budget.
PURPOSE OF REQUEST	Approval to establish a Project Management Services Master Agreement list with pre-qualified contractors and authority to execute Project Management Services Master Agreements with pre-qualified contractors and Consultant Services Agreements with selected contractors for as needed services.
SUMMARY/ ISSUES (Briefly summarize program and potential issues or concerns. Identify changes, if any, to level of funding or staffing; how funding will be utilized and why best use; prior accomplishments; and for BLs involving contracts, also note changes to the contract term.)	<p>Approval of the recommended actions will establish a Project Management Services Master Agreement list comprised of pre-qualified contractors, enable DMH to execute 13 Project Management Services Master Agreements and execute future Agreements with pre-qualified contractors determined to be qualified to provide project management services through DMH's Request for Statement of Qualifications process. Approval of the recommended actions will provide DMH with a pool of pre-qualified contractors eligible to bid on Project Management Services and will enable DMH to add on an ongoing basis qualified contractors/agencies to the Project Management Services Master Agreement list. Once on the Project Management Services Master Agreement list, interested contractors/agencies are solicited, through a Work Order/RFS process to provide Project Management Services.</p> <p>Approval of the Project Management Services Master Agreement list will begin the contracting process that will streamline the process for securing consultant assistance for project management services and assist DMH to improve efficiency and productivity, reduce costs, and enhance services to our target populations thereby assisting them in attaining their goals toward recovery.</p> <p>DMH will fund any services acquired through the Work Orders/RFS process from funds within DMH's approved budget.</p>
DEPT. & COUNTY COUNSEL CONTACTS	DMH: Dennis Murata, Deputy Director (Telephone No. 213-738-4978) County Counsel: Stephanie Reagan (Telephone No. 213-974-0941)